

March 16, 2020

Travis County Employees:

Thank you in advance for your public service in these extraordinary times. And, thank you for helping Travis County find the right balance between individual health risks to County residents and employees with the need for continued county services during the Covid-19 pandemic.

In order to protect the health and safety of our employees and to prevent the spread of COVID-19, I have issued an [order directing](#) Travis County Executives, Elected Officials, and Appointed Officials to implement temporary teleworking arrangements for employees whose job duties are conducive to working from home.

This does not take the place of any existing arrangements with Elected Officials or Appointed Official departments.

Positions approved to work from home temporarily are determined by the appropriate County departments, Elected Official, Appointed Official, or their designee. Those employees will be notified appropriately. Additionally, Travis County may require employees to return to regular, in-office work at any time. Additional positions may be considered on a case-by-case basis.

Travis County employees who are designated essential by the appropriate County Executive, Elected Official, or Appointed Official and perform essential duties for the Travis County community are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Travis County will continue to monitor guidance from health officials and the need for telework arrangements. Employees should contact their immediate supervisor to determine whether their position is considered essential or qualifies for teleworking.

Employees should be proactive with their immediate supervisor in preparing for these circumstances to ensure employees have the resources necessary to effectively work remotely.

Please monitor your email for a message from ITS regarding remote work guidance that will be sent shortly.

See Travis County's website for more COVID-19 updates at <https://traviscountytexas.gov/covid-19>.

Sarah Eckhardt
Travis County Judge